

LANCASTER COUNTY

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BOARD OF COMMISSIONERS

ADDENDUM #1

Issue Date: 11/08/05

SPECIFICATION NO. 05-247
FOR

PRE-ARCHITECTURAL PLANNING FOR COUNTY CORRECTIONS

Addenda (or addendum if singular) are written instruments issued by the County prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided on your bidding document.

Be advised of the following changes to the County's specification and bidding documents:

Attached you will find attendance and minutes of the Pre-Architectural site visit along with additional data on the average daily meals prepared and delivered to the various facilities.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Kathy A. Smith
Assistant Purchasing Agent

COMMISSIONERS

DEB SCHORR * LARRY HUDKINS * RAY STEVENS * BERNIE HEIER * BOB WORKMAN

KERRY EAGAN, Chief Administrative Officer

PRE-ARCHITECTURAL PLANNING

TOUR CONFERENCE

November 02, 2005

PRESENT: Michael Thurber, Corrections Director; Terry Weber, Jail Administrator; Vince Mejer, Purchasing Agent; Kathy Smith, Purchasing Agent; Karen Chinn, Chinn Planning; Bob Everitt, Clark Enersen Partners; Loren Anderson, Treanor Architects; Liz Kulhman, Sinclair Hille Architects; David Bostwick, Kimme & Associates; Greg Smith, Davis Design; P.J. Docka, Rosser Intl; Scott Richardson, BVH Architects; Steve Clymer, BVH Architects; Martin Berglund, DLR Group; Bill Garnos, Facility Design Group; Steve Davis, HMN Architects; Shawn Harding, HMN Architects; Al Povondra, CWP Architects

SUMMARY OF PRE-ARCHITECTURAL PLANNING TOUR CONFERENCE

- S 9:35 a.m., welcome by Mike Thurber, Corrections Director.
- S Introduction of Purchasing Agents and Jail Administrators by Mike.
- S Kathy Smith informed the group an addendum will be posted on the website.
- S Mike provided handouts of an RFP Pre-Architectural Planning Packet which included: average yearly population line graphs FY91 - FY05; average monthly population FY91, FY05, FY06; historical jail budget table FY00 - FY06; monthly status reports (calendar year) FY01 - FY05; and a historical review of Lancaster Correctional Facility (LCF).
- S Mike said the Intake & Detention Facility (IDF) is a 237 bed facility, housing 259 this date but has been running approximately 270-280. Due to current over-crowding, Platte County in Columbus, Nebraska is currently housing 35-40 sentenced and long term pre-trial inmates waiting for court. Mike stated the IDF has been traditionally over-crowded every day since 2001, thus the County Board has said it is time to build.
- S On the website there is a 2001 Voorhis/Robertson Needs Assessment Study available for download. Mike said alternatives have been in place such as community services, phone calling system reminder of people coming to court, FTA's have been a big issue in all jurisdictions, Community Corrections programs looking at felony 3's and 4's to get them on a pre-trial release, i.e., bracelets....a mental health jail diversion program screening people booked in with criteria on mental health issues with the intent of getting them out. Right now this is only being done for misdemeanants but working with the County Attorney to look at felony cases is on-going. So far they have diverted about 90 individuals. Mike said there has been a push to close some of Nebraska's larger mental health hospitals which has caused concern with County jails as we do not want to see more of those detainees entering into their facilities.
- S Mike said any further questions should be directed to Kathy.
- S Vince Mejer requested additional questions be in writing to Kathy who will respond in writing. Vince said questions can be asked up to 48 hours prior to submission.
- S A question was raised on double bunking. Mike said two areas are 60 bed direct supervision with 48 cells double bunked (12 cells in each area). The A yard area is also being utilized to house 20 individuals. Mike said the facility has been out of compliance with Jail Standards going on 3 years. Mike said people have also been housed in booking for more than 24-48 hours. Mike stated the booking area was shown in the Voorhis/Robertson Study to be very under-

designed. Inmates housed in booking are ones with mental health and suicide issues. Mike said the female area is designed for 30 beds and even though generally has not gone over. Mike said hot bunking is not being done. There are 207 male beds and 30 female beds.

S Mike said there is on-site food service which does satellite meals to LCF, the Airpark Facility, which is a 136 bed facility. LCF has also been out of compliance with Jail Standards due to population. Sending individuals to Platte County has helped keep LCF's numbers down. LCF is a dormitory setting. Mike stated food service also supplies meals for the Juvenile Detention Facility as well as Detox and the Crisis Center. The food service contract is with ARAMARK.

S A question was raised about laundry. Mike stated laundry is on-site and done during a couple shifts in order to keep ahead. Mike stated commissary and maintenance are also done on-site.

S Mike stated Adult Probation has about 7000 sq. ft. of space on the first floor. There is also an arraignment court room on first floor that does not do fiber optics or video at this time. Court is held 5 days a week twice a day.

S Mike stated the vehicle sally port is underneath the facility where there is also parking for law enforcement.

S A question was raised about health care. Mike said there is a contract with Wedgewood Legacy Medical who holds doctor's call twice a week. The department has an Assistant Nursing Director as well as LPN nurses. There are two shifts of nurses running seven days a week. Dental is contracted with a dentist who comes in 2-3 times a month with the LPN's doing side chair. Bryan West is the predominant hospital used for ER and acute care. Mike said the medical care is adequate, but staffing and keeping nurses on is most difficult. Prescription medications are provided by Pharmerica at a medicaid rate. Medicaid rate is currently being paid for outside medical care for inmates.

S Mike said the biggest issue which is growing and becoming an acute problem is the mentally ill. Mike said there is a need for planning for the mentally ill and will be asking for a lot of help in this area. Mike said geriatric care has not been a problem. Cost of medications is a bigger issue. Mike said there has been an increase of suicide attempts in the last year. Many are using this as an avenue to try to get out of jail as well as getting mental health care. Some have stayed on suicide watch a long time which places quite a burden on the jail. This is an issue that must be addressed.

S A question was raised on classification opportunities. Terry Weber expressed there is a very good classification system which has helped survive a lot of the over-crowding. Terry said the resources to manage that program are coming out of operations and programs. There is no specific division in the department that does classification which is a disadvantage. Right now initial classification is being done by Sergeants with reviews being done by Program staff. There is also a housing review board that meets once a month to review anybody who has been over-ridden to one of the special management areas. Terry said this system has worked for a long time but considering the number of people and the classifications being done, the resources to accomplish that hasn't increased. Terry said there is a need for a group having this as their prime responsibility. Mike said he would like to see some data that could be recommended to the Board regarding classification. Mike said a great deal of time has been spent classifying and re-classifying. Mike said some pre-trials are being sent to LCF through the classification system. Mike said the classification system would work a lot better if there were options of being able to place populations in housing areas where they could be supervised better. Mike said the indirect has been difficult and since being over-crowded there has been a need for a lot of

overtime and extending a post so someone is on the floor since we are double celling people. Someone is kept in C and D pods overnight on the floor due to over-population which has increased staffing needs.

S Terry Weber stated the Central Control Center is located on first floor which is where most of the doors in the facility are operated and most of the traffic is controlled. Booking is also on the first floor. Law Enforcement come into a garage located underneath the facility, park and come up an elevator to bring in their arrests. On second floor the building divides into four quadrants. On half of it there are two direct supervision pods, with 48 cell 60 bed units. Their mirror images are just reversed. There is an officer who staffs them 24 hours a day. One is considered medium custody which is the low end of the scale here and the other is maximum custody. The classification system has what is called a closed custody which is somebody who is sophisticated enough to not be taken advantage of in max but not so predatory that their going to take care of everybody in medium, so you can determine which unit they go into to balance your numbers. Even though not ideal, this type of classification has been successful. In the other half of the building are the other two indirect supervision units. These are supervised primarily by a tower which is up on third floor. Each unit is broken into two areas; A unit which will be looked at during the tour; a small unit of 14 cells which is a special needs unit which is typically protective custody type people and those who don't have the skills to function well in large groups. There is a 34 cell reception unit which has doubled up to 60 people and is where there is a tendency to overcrowd because people come in there after they are arrested and they are not going to be released but will be in here for a short period of time. At that point they are classified and go out to the direct supervision units or a seg unit if necessary. Because of the over-crowding and the fact that the yard associated with the A unit has been converted into a dormitory, a post has been added by having an officer on the floor as well as in the tower that goes to those three living areas; the yard, the reception unit, and special needs unit. The other indirect supervision area that is supervised by towers divides into a 24-cell unit which is administrative segregation which houses administrative seg, disciplinary, and control seg (those who represent the highest risk where there is a need to have the most control over due to physical restraint). The other half of this unit is the women's living area. Currently there is not an officer on the floor as well as in the tower. The building was designed for those areas to be supervised by somebody in the tower looking down on inmates.

S Tour at 10:05 a.m. - return at 11:00 a.m.

S Mike said Food Service sends approximately 136 meals out to Airpark, 60-80 meals to Juvenile Detention, about 19 meals 2 times a day to Detox, and 15 meals to the Crisis Center 3 times a day so people are being moved out constantly. Those individuals who work in the kitchen are brought in from Airpark so approximately 35,000 miles a year are put on a van bringing in 8-12 inmates twice a day. These inmates do not actually do the cooking but help prep the meals, etc...the meals are then carted upstairs by staff where the inmates are fed in the modules.

S A question was presented wondering if the study was to include facility options for expansion at LCF also. Mike answered the County wants options of where they could expand, i.e., other site locations, rental, consolidation, expand in current location, etc...but definitely looking at brick and mortar.

S A question regarding whether there would be a State review process first. Mike said the County would make a decision on the current data that is available, but Jail Standards will be involved as part of the action plan. Mike said Chapter 15 of Nebraska Jail Standards is currently being violated and they would like to see growth of this facility. Mike said Jail Standards would want

to be kept apprised at all times, they would not be making the actual decisions, just wanting to be kept informed assisting our County as to assure minimal standards are met.

S A question was asked about nothing being in the RFP regarding subsequent design work. Vince said when the subsequent design work is done an RFP would have to be submitted for that.

S A question was asked regarding up-dating of inmate populations projections since the Voorhis/Robertson Study was finished up in the end of 2001. Mike said the Voorhis/Robertson report took the jail up to this point if the alternatives didn't correct the over-crowding issue.

S A question was raised if this was a needs assessment and options study instead of a pre-architectural program from which information would be needed in order to do a schematic design. Mike said he is looking for options of where to go from here. Kathy replied what they are trying to do is get to the point where we select the option on where to build, how big to build, and what coordination would be necessary to get to the point where they could go out with an RFP to select an architect to design the facility to meet the needs of the study. Mike suggested getting a copy of Nebraska Jail Standards Adult Detention as minimum needs will have to be met. Vince said the RFP takes us all the way up to hiring an architect.

S Mike reported there will be a review committee selected which may include a County Court Judge, District Court Judge, a bar association member, the Building and Grounds Department, a County Board member, Mike Thurber, Kathy Smith, and possibly someone from the tax payer group who would not be bidding and has an interest in our department development.

S A question was asked if there was monies in place to fund this project. Mike responded no, he believes the building project would be bonded. This will be a County project. Vince responded there is money to pay for this RFP and Mike agreed. Vince said the study should include the options of various probable costs.

S Mike stated staffing and support services is an area that needs to be looked at. Mike said staffing is very frugal presently. He wants staffing options including what is being done now with the problem of being understaffed which needs to be identified.

S Mike reported Alan Latta and MCS is currently up-grading the facility with new security cameras and equipment and could be contacted as well regarding questions.

S A question was raised regarding travel reimbursement. Kathy Smith said a form will be developed covering travel expenses. Kathy said the County would help coordinate housing. Kathy said travel expenses are reimbursable and need to be as detailed as possible, not approximate costs. Mike expressed he would like to see the group spend a lot of time on-site.

S Mike reported court transportation is done by the department as well transporting persons to the State. Mike said the day the person is sentenced they go out immediately. Approximately 7-10 felons a month are currently taken out. Mike said the females are taken to York, Nebraska and the males are taken to the Diagnostic & Evaluation Center here in Lincoln.

S A question was asked about the 30-40 inmates housed at Platte County regarding the cost for this service. Mike said the cost is \$45.00 a day. This service was started on September 1, 2005.

S Kathy said there will be a clarification put together to be scanned and placed on the website. She asked for additional questions to be e-mailed to her and she will coordinate with Mike on the responses.

S Meeting adjourned at 11:25 a.m.

Attachment

lmo

**FOOD SERVICE
DATA**

ADF Meals

Daily Average

FY2005	323,215	886	3 meals per day
FY06 to date	90,985	1022	Dept. staff transported To modules

LCF Meals

FY2001	111,168	305	3 meals per day
FY06 to date	34,679	390	delivered via ARAMARK

OFF-SITE MEALS

Juvenile Detention

Daily Average

FY05	75,300	206	3 meals per day delivered via ARAMARK
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Crisis Center

FY05	16,257	45	3 meals per day delivered via ARAMARK
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Detox

FY05	14, 099	39	2 meals per day Detox transport their meals
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Note: On-site kitchen/food storage totals 5300 sq. ft. located on the lower level of the Adult Detention Facility.